



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Mental Health Specialist III (Medicaid Specialist)	NUMBER:	12-08
JOB CODE:	A6500	DATE:	07/06/2012
SALARY RANGE:	78 (\$47,757.60 - \$72,686.40)	PCQ#:	8813352
JOB LOCATION:	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

QUALIFICATIONS: Master's degree in a human services field, plus considerable experience (48 months or more) performing work directly associated with the administration and/or implementation of Medicaid rules and regulations, **OR** current permanent status (24 months or more) as a Mental Health Specialist II performing duties as indicated above.

Human services field includes the following disciplines: Sociology, Speech Education, Rehabilitation, Counseling, Psychology, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK: This is advanced professional and administrative work managing the Medicaid Rehab Option for the Mental Health and Substance Abuse Services Division (MHSA). The employee in this position will be responsible for planning, developing, and presenting workshops, seminars, and meetings throughout the state to inform individuals, agencies, potential providers, practitioners, and community groups about the Medicaid Rehab Option for substance abuse treatment. Other duties will include developing and implementing strategies to inform high risk substance abusers of the Medicaid Rehab Option for treatment services; ensuring distribution of Medicaid bulletins, newsletters, and manuals to keep providers informed of Medicaid information; traveling to Medicaid provider programs to provide technical assistance in such areas as program policy, billings, resolution of claims, and payment problems; responding to inquiries related to eligibility, policies and procedures, pricing and fee structure, and questionable claims; conferring with medical community providers, clients, representatives of the fiscal agent, representatives of professional organizations, and others concerned with the Medicaid program to provide information and to resolve problems; reviewing and processing applications for Medicaid provider (clinician)

status; conducting Medicaid regulations compliance checks at provider locations; serving as MHSA's liaison with the Alabama Medicaid Agency Rehab Option Specialist; identifying, recommending, and facilitating the implementation of goals and objectives for MHSA's annual plan for Medicaid services; developing an annual report on the provision of Medicaid services, including recommendations for enhancements, quality improvement, funding, and staffing; and assisting in the development, implementation, and interpretation of new or revised divisional, departmental, legislative, or other initiatives.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the provisions of state and federal laws and regulations pertaining to the Title XIX Medicaid program. Knowledge of the Title XIX Medicaid policies, procedures, and guidelines applicable to MHSA. Knowledge of general procedures used in the initiation, processing, and evaluation of medical claims. Knowledge of the principles and practice of clinical documentation. Knowledge of federal and state laws, regulations, and procedures pertaining to substance abuse prevention and treatment services, including confidentiality, privacy, and other client rights issues. Knowledge of the use of computerized information systems and other resource documents used in the Medicaid program. Knowledge of medical terminology and coding used in the Medicaid program. Ability to evaluate laws, rules, and regulations pertaining to the Medicaid program. Ability to develop and implement policies and procedures. Ability to develop short- and long-range plans. Ability to develop, organize, and conduct meetings, trainings, and workshops. Ability to manage multiple projects simultaneously. Ability to express ideas clearly, both verbally and in writing. Ability to analyze business situations, rules, regulations, policies, and procedures and formulate an effective course of action. Ability to maintain accurate records and develop reports. Ability to use a personal computer and MS Office software.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug testing and security clearances may be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with consumers.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Human Resources Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. **An official copy of academic transcripts is required and must be forwarded by the college or university to the Human Resources office at the above address.**

DEADLINE: July 20, 2012